

DRAFT

Sudbury Center Improvement Advisory Committee  
Minutes  
April 17, 2008

PRESENT: Frank Riepe, Scott Carpenter, Eva MacNeill, Jim Hodder, Bill Place, Jody Kablack

The meeting was called to order at 7:00 pm.

The purpose of the meeting was to discuss the responses to the RFP sent out by the town for the survey. 14 proposals were submitted, with prices ranging from \$12,970 to \$45,000. Horsley Witten Group came in as the low bidder, with the full scope of services provided as requested.

The committee discussed the 2 pieces of correspondence that were received since the last meeting. Chas. H. Sells, one of the RFP responders, emailed the committee to point out several differences in their proposal, with the most obvious difference being the preparation of a topographic map at 1 foot contour intervals. Given that the RFP clearly stated preparation of a topo map at 2 foot contour intervals, the committee did not take any action on this request. The second correspondence was from a resident (Don Bishop) who was concerned that the level of detail on the First Parish property would not be adequate. The committee felt that the RFP clearly stated the level of detail, and believes it will be adequate.

Frank Riepe suggested the committee price out a topographic plan at 1 foot contour intervals, as this will provide the best detail in difficult areas. It was agreed that we would ask Horsley and Witten to provide a cost estimate for this work. If the price is not greater than 25% of the original contract, this can be added as a change order to the contract.

The committee recommended the Town Manager execute a contract with Horsley Witten Group for this project, subject to review by Town Counsel of the legality of adding the 1 foot contour mapping as a change order.

Once the survey is completed, the committee will reconvene and proceed with discussions with First Parish.

There being no further business, the meeting adjourned at 7:45 pm.